

## Employee Performance Evaluation Attachment

### Delinquent Completion of Evaluation Meetings

Employee's Name/PerNr: \_\_\_\_\_ Job Title: \_\_\_\_\_

Evaluator/Supervisor's Name: \_\_\_\_\_

Directions: Record a brief explanation for any evaluation meetings held outside of the required compliance timeframes per 101 KAR 2:180. Supervisor must sign and date.

**Performance Plan not completed within January 1<sup>st</sup> - January 31<sup>st</sup> due to the following:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states the evaluator shall establish a performance plan for each eligible employee no later than January 31<sup>st</sup> after the start of the performance period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**1<sup>st</sup> Interim Review not completed within May 1<sup>st</sup> - May 30<sup>th</sup> due to the following:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states interim reviews shall be completed no later than thirty (30) calendar days after the end of each interim review period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2<sup>nd</sup> Interim Review not completed within September 1<sup>st</sup> – September 30<sup>th</sup> due to the following:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states interim reviews shall be completed no later than thirty (30) calendar days after the end of each interim review period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3<sup>rd</sup> Interim Review not completed within January 1<sup>st</sup> - January 30<sup>th</sup> due to the following:** \_\_\_\_\_

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*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states interim reviews shall be completed no later than thirty (30) calendar days after the end of each interim review period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annual Performance Evaluation not completed within January 1<sup>st</sup> – January 31<sup>st</sup> due to the following:** \_\_\_\_

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*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states interim reviews shall be completed no later than January 31<sup>st</sup> after the end of each interim review period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_